

CITY OF LONG BEACH EMPLOYEE PURCHASING CARD AGREEMENT

The City of Long Beach is pleased to implement a purchasing card program. It represents trust in you as a responsible employee to safeguard and protect public funds.

1. In consideration for my receipt and use of a Purchasing Card, I agree to and shall comply with the terms and conditions of this Agreement and with the procedures and guidelines of the City relating to use of a Purchasing Card.
2. I acknowledge receipt of a copy of this Agreement and confirm that I have read and understand its terms and conditions. I understand that the City of Long Beach is liable to Bank One and Mastercard for all charges that I make to the Purchasing Card.
3. I understand that the City of Long Beach Purchasing Card Program is intended to facilitate the purchase and payment of materials required for the conduct of business by the City of Long Beach.
4. I agree to and shall use the Purchasing Card only for purchases approved by the City of Long Beach and shall **not utilize the Purchasing Card for the purchase of goods or services unrelated to City business**. Purchases approved by the City of Long Beach are those which are approved by the authorized representative of the City, and not, for my personal gain or benefit.
5. I understand that as a City employee I am freely and voluntarily entering into this agreement. I further understand that it is not a condition of employment with the City of Long Beach and that alternative purchasing mechanisms exist.
6. I understand that the Purchasing Card is issued in my name and that I may **not** allow any other person to use my Purchasing Card.
7. I understand and agree that the City of Long Beach will audit the use of this Purchasing Card as and when it deems it advisable to do so.
8. I understand that I am required under the ethical standards of the City of Long Beach to be absolutely honest in handling City funds and property.
9. I agree to and shall maintain the Purchasing Card with appropriate security whenever and wherever I may use the Purchasing Card. If the Purchasing Card is stolen or lost, I will immediately notify Bank One and the City of Long Beach's Purchasing Card Administrator in the Financial Management Department using the steps outlined in the City's Purchasing Card User's Guide.
10. Because the Purchasing Card is the property of the City of Long Beach, I shall comply with internal control procedures designed to protect the City's assets, including but not limited to producing the Purchasing Card at any time and producing receipts and statements supporting its use.
11. Because I am responsible for all charges on the Purchasing Card, I will resolve any discrepancies by contacting the merchant. If I am unable to resolve the discrepancy, I will notify my purchasing card approver and the Purchasing Card Administrator.
12. I shall:
 - a. charge only those purchases consistent with the type of purchases that comply with City Purchasing Card Program guidelines, policy and procedures;
 - b. maintain a transaction log for each purchase to the level of detail required including freight charges and out-of-state taxes, if applicable;
 - c. obtain a copy of the cash register receipt, invoice or packing slip and keep it with the transaction log until the monthly statement arrives;
 - d. sign a monthly printed Statement of Account; and,
 - e. ensure that my supervisor or manager reviews and approves all required documentation in accordance with City and Departmental guidelines, policy and procedures before forwarding my credit card package as required.
13. I understand that all charges will be billed to and paid directly by the City of Long Beach. I understand that Bank One cannot accept any payment from me directly. Therefore, any charges made against my Purchasing Card that are personal will be considered a misuse of City funds.
14. I further understand and agree that improper use or unauthorized use of Purchasing Card may result in immediate and irrevocable forfeiture of the Purchasing Card and disciplinary action, which may include termination of my employment with the City of Long Beach.

City of Long Beach
Employee Purchasing Card Agreement

15. To the extent permitted by law, I shall reimburse the City of Long Beach for all unauthorized charges, and any fees related to the collection of those charges, if I fail to use the Purchasing Card in accordance with the terms and conditions of this Agreement, and in a manner consistent with the City's Purchasing Card Program Guidelines, Policies and Procedures. I understand that the City of Long Beach will seek repayment to the maximum extent permitted by law and will pursue all remedies to collect any amounts owed by me even though the City no longer employs me. If the City initiates collection proceedings or other legal action, I agree to and shall pay all collection costs and legal fees the City may incur.
16. I understand and agree that use of this Purchasing Card is a **privilege, not a right**. The Purchasing Card is not provided to all employees; it is not an entitlement or reflective of title or position.
17. I understand and agree that the City of Long Beach may terminate my use of my Purchasing Card at any time with or without cause and without notice. I shall return my Purchasing Card to the City immediately upon request.
18. I shall surrender the Purchasing Card upon termination of employment whether for retirement, voluntary separation, resignation, dismissal, or any other reason. Additionally, I shall surrender the Purchasing Card upon transfer from one department to another.

My signature below indicates that I have read and understand the terms and conditions of this Agreement, and further, that I shall adhere to the guidelines established for the program contained in the City of Long Beach's Purchasing Card Program User's Guide.

Dept: _____ Bureau/Div: _____

Cardholder:

_____ Employee Name (printed)	_____ Employee Signature	_____ Date Signed
_____ On-line Approver (printed)	_____ On-line approver phone	
_____ Manager/Supervisor (printed)	_____ Manager/Supervisor phone	

Department Approval:

By: _____
Department Head

_____ Date Signed

City of Long Beach

By: _____
Director of Financial Management
(or designee)

_____ Date Signed

(This section shall be completed upon receipt of card)

I, _____, hereby
acknowledge receipt of a City of Long Beach Bank One Mastercard Purchasing
Card No. _____ - _____ - _____ - _____.

Signature of Cardholder

Date